

## ORDINANCE NO. 2015-01

**In regard to County committees, boards, commissions or other bodies, (1) amend Board Rules regarding procedure for election of officers and duties; and (2) create section allowing public comment during committee meetings**

### Executive Summary

The Jefferson County Board of Supervisors Rules of Order 2014 – 2016 do not set forth the procedure for electing officers for Jefferson County governing bodies unless the governing bodies are designated as a committee, board or commission. The amendment to section 3.07 to the Rules of Order would establish a procedure for the election of officers for all County governing bodies such as the Land Information Council which is not regulated by the current Jefferson County Board of Supervisors Rules of Order.

There is no language in the Jefferson County Board of Supervisors Rules of Order 2014 – 2016 that addresses the public's opportunity to give public comment at meetings of County committees, boards, commissions, or other bodies or that addresses the Chair's authority to regulate public comment. Creating section 3.07(9) would require all meetings of County Committees, Boards, Commissions, or other bodies to allow public comment in the same manner as the County Board Chair at County Board meetings.

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THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Sections 3.07(1) through (8) of the Board of Supervisors Rules of Order 2014 – 2016 are amended as follows:

### **3.07 RULES OF COMMITTEES, BOARDS, AND COMMISSIONS-AND OTHER BODIES.**

(1) The committee, board, ~~or~~ commission or other body shall select its Chairperson, Vice-Chairperson and Secretary, except where committee organization is otherwise governed by law, ~~after the County Board organizational meeting in April of even-numbered years.~~ A Chairperson, Vice-Chairperson or Secretary may be removed by majority vote of the committee, board, ~~or~~ commission; or other body. [am. 03/11/08, Ord. 2007-43].

(2) A majority of the members of any committee, board, commission or other body shall constitute a quorum for the transaction of business. The County Board Chairperson may appoint an additional member ~~to a committee~~ on a temporary basis upon notice from a ~~committee~~ member that he/she will be unable to attend ~~committee~~ meetings for an extended period due to illness. Such temporary appointment shall terminate when the original ~~committee~~ member is once again available for meetings.

(3) Each committee, board, ~~and~~ commission or other body shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of ~~committee~~ meetings and attendance in the format determined by the County Clerk. The secretary shall, if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk. [am. 3/13/12, Ord. 2011-24; Ord. No. 2014-09, 06-10-2014]

(4) The County Administrator shall prepare a schedule of regular ~~committee~~ meeting dates and shall be responsible for the assignment of an appropriate room for ~~committee~~ meetings and for the posting of proper notices. Each ~~committee~~ chairperson shall give proper notice to the County Administrator of all meetings ~~of his committee~~ a minimum of 72 hours prior to the meeting unless it is an emergency. The County Administrator shall give public notice of all ~~committee and board~~ meetings at least 24 hours prior to the commencement of such meeting, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may notice be provided less than two hours in advance of the meeting.

(5) Members of committees, boards, ~~and~~ commissions and other bodies shall be authorized to receive compensation for attending meetings up to 120 days in any year. There shall be no limit on the number of meetings attended by the County Board Chairperson.

(6) No committee, board, commission or other body ~~board~~ may meet more than 30 times in any calendar year, except the Finance Committee which may not meet more than 40 times per year, exclusive of public hearings and attending 13 conventions. Committees, boards, commissions or other bodies ~~boards~~ may hold additional emergency meetings on call of their chairpersons and with prior approval of the County Board Chairperson. [Am. 02/12/02, Ord. 2001-27; 12/13/05, Ord. 2005-32]

(7) Except as provided herein, the members of all committees, boards, commissions and ~~committees~~ other bodies shall receive the same per diem, meeting fees, mileage and reimbursed expenses as standing committees of the Board as currently provided in Ordinance 2001-19, as most recently amended on August 8, 2006. This shall include county representatives on lake district boards, consortiums, committees, boards, commissions or other bodies where appointments are made by the County Administrator, County Board Chair or County Board pursuant to law or intergovernmental agreements. With the exception of members of the Human Services Board, members of groups created under Chapter 46 of the Wisconsin Statutes shall be entitled to mileage as paid to standing committees of the County Board. Members of the Historic Sites Preservation Commission shall not be eligible for meeting fees, mileage or other expense reimbursement. Members of the Traffic Safety Commission who are receiving pay from a governmental entity during such meeting shall not be entitled to a meeting fee or mileage for such Traffic Safety Commission meeting. [Am. 03/09/04, Ord. 2003-40; 06/08/04, Ord. 2004-08; 04/15/08, Ord. 2008-03; 03/09/10, Ord. 2009-24]

(8) Committees, boards, commissions or other bodies meeting with another committee, board, commission or other body on a particular subject of mutual interest, shall retain their independent identity. Each committee, board, commission or other body shall vote separately, and maintain its own minutes. The County Board Chair shall chair the meeting or designate a temporary chair for such purpose, who shall preside over both committees, boards, commissions or other bodies when meeting on the subject of mutual interest. For voting purposes, the Board Chair or temporary chair shall vote as a member of either or both committees, boards, commissions, or other bodies of which the County Board Chair or temporary chair is a regular member. The County Board Chair also may vote in accordance with Section 3.05. [Cr. 12/13/05, Ord. 2005-33]

Section 2. Section 3.07 (9) of the Board of Supervisors Rules of Order 2014 – 2016 is created as follows:

(9) All agendas of County committees, boards, commissions and other bodies shall have an agenda item designated as “public comment.” Public comment shall be administered by the chair in the same manner as required for County Board meetings in chapter III, Board of Supervisors Rules of Order 2014 – 2016, section 3.01(6). This requirement does not apply to meetings convened for the purpose of deciding an issue on which the public previously had the opportunity to comment.

Section 3. These ordinances shall be effective after passage and publication as provided by law.

Adopted by the Jefferson County Board of Supervisors this 21st day of April 2015.

s/Jim Schroeder  
Jim Schroeder  
Chair

ATTEST:

s/Barbara A. Frank  
Barbara A. Frank, County Clerk

Published this 27th day of April 2015.

Ayes: **Voice Vote**      Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

NOTE: Section 3.09 of the County Board Rules provides that amendments to the rules shall be made by 2/3 vote. Proposed amendments shall be introduced at one session of the Board and laid over until the next session before action is taken, unless the Board waives laying it over by unanimous vote. Ordinance No. 2014-30 was introduced to the County Board on December 9, 2014, and referred back to the Administration & Rules Committee.

Requested by  
Administration & Rules Committee

04-21-15

J. Blair Ward: 11-04-14; 11-05-14; 11-26-14; 02-19-15; 02-25-15; 03-17-15

APPROVED: Administrator: BW; Corp. Counsel: JBW; Finance Director: BL